

## **POSSIBLE INTERN PLACEMENT OPTIONS**

### **Georgia Legislative Intern Program**

Please note that the red highlighting denotes the chamber where the committee is located: House or Senate, Both House & Senate, or a Joint Office.

Please circle all that interest you as a possible placement. To learn more about these committees or offices please visit our website: Go to [www.legis.ga.gov](http://www.legis.ga.gov). Click on “Committees.” Select a Committee

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*Options with \*\* are not committees, but office placement options.*

House	Speaker's Office**	House	Speaker Pro Tempore**
House and Senate	Majority Whip's Office**	House and Senate	Minority Office**
Senate	President Pro Tempore**	House	House Media Services Office**
Joint office	Legislative Counsel**	House	Majority Leader's Office**
House	Ways & Means	House and Senate	Rules
House and Senate	Judiciary	House and Senate	Transportation
House	Governmental Affairs	House and Senate	Appropriations
House and Senate	Insurance	House	Motor Vehicles
House and Senate	State Properties	House	State Planning & Community Affairs
House and Senate	Higher Education	House	Intragovernmental Coordination
House	Information & Audits	House and Senate	Science & Technology

House	Special Rules	House and Senate	Energy, Utilities & Telecommunications
House and Senate	Retirement	House and Senate	Interstate Cooperation
House and Senate	Economic Development & Tourism	House and Senate	Banks & Banking
House	Juvenile Justice	House	Code Revision
House	Game, Fish and Parks	House and Senate	Natural Resources & Environment
House	Budget & Fiscal Affairs	House and Senate	Agriculture
House and Senate	Education	House and Senate	Health & Human Services
House and Senate	Public Safety	House	Industry & Labor

Senate	Veterans	Senate	Finance
Senate	Ethics	Senate	Regulated Industries and Utilities
Joint Office	Reapportionment ***	Senate	Lieutenant Governors Office***
House and Senate	Reapportionment Committee		

**OFFICE OF LEGISLATIVE COUNSEL  
UNIVERSITY/COLLEGE STUDENT INTERNS**

**Interns.** Through the Georgia Legislative Internship Program, the Office of Legislative Counsel utilizes three university/college student interns for the Spring semester, all of whom will have frequent contact with members of the General Assembly or their authorized agents, along with opportunities to attend Senate and House committee meetings and proceedings in chambers. This office has had great success with its previous interns, all of whom have highly rated their experience here.

**About the office.** The Office of Legislative Counsel serves as legal counsel for the General Assembly and provides services to all members in their official capacities on a confidential, nonpartisan, and non-advocatory basis. Full-time employees include 12 attorneys and 15 support staff. The primary functions of the office include drafting legislation, counseling legislators and legislative committees, preparing legal opinions on statutory interpretation and constitutionality, and legal research. The office is under the direction of the Legislative Counsel.

**Intern tasks.** All three interns in this office will perform the following tasks on a scheduled rotation:

- 1) *Drafting privileged resolutions for introduction in the House of Representatives and Senate, pursuant to requests of legislators.* A privileged resolution is a particular type of legislative document which, although it does not have the force and effect of law, publicly expresses the sentiment of the Senate or the House on a particular topic or event; as such, privileged resolutions are important to legislators and their constituents. While working as drafters, interns' daily responsibilities will include taking requests for privileged resolutions, writing and revising resolutions in response to such requests, and approving final edited copies of resolutions for release to legislators. Interns will have the satisfaction of seeing their own handiwork adopted as official documents of the Senate or House; and
- 2) *Working the front desk in the main reception area of the office.* This function will put interns in frequent interaction with members of the General Assembly. Under the direction of a permanent administrative employee, interns' daily responsibilities will include receiving members of the General Assembly and other persons having business with the office, directing visitors to the appropriate attorney in the office, answering telephones and transferring calls, filing bills and resolutions for members, and performing other general clerical duties.

**Qualifications.** In addition to general qualifications required by the Georgia Legislative Internship Program, a spring semester intern with this office must evidence strong writing skills, good interpersonal skills, initiative, efficient time management, attention to details, and proficient use of word processing software and Microsoft Outlook. Interns must be able to multitask, interact professionally with elected officials and staff, and abide by office policies (including policies on professional dress and personal appearance). *The office must avoid even the*

*appearance of partiality and cannot consider applicants who are closely identified with a particular political party, faction, elected government official, candidate for elective government office, lobbyist, or lobbying firm.*

**Work period.** Typical working hours for an intern in this office during the regular legislative session will be Monday-Friday, 8:00 a.m. – 5:00 p.m.; extra hours may be necessary on occasion, depending upon workload and urgency. *The spring semester internships in this office will begin on the first Monday in January (unless that day is a state holiday, in which event the internships will begin on the next working day) and end upon adjournment sine die of the regular legislative session (typically in late March or early April), unless the office and the intern mutually agree to extend the internship for a period ending not later than the last Friday in April.*

**Applications.** Applications for a spring semester internship with this office should be made through the Georgia Legislative Internship Program. See <http://www.house.ga.gov/en-US/InternProgram.aspx> for further details.